



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

Canc frp: Jul 05  
IN REPLY REFER TO:

COMNAVREGSWNOTE 1301  
N03HD  
28 JUL 2004

COMNAVREGSW NOTICE 1301

Subj: PRIMARY DUTIES, ASSIGNMENT TO BOARDS, COMMITTEES,  
AND COLLATERAL DUTIES

Ref: (a) U.S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32C

Encl: (1) Primary Duty Assignments  
(2) Collateral Duty Assignments  
(3) Boards and Committees

1. Purpose. To promulgate primary and collateral duty, recurring boards and committee assignments per references (a) and (b).
2. Action. All personnel listed in enclosures (1) through (3) shall attend any required meetings as pertain to their assigned duties. Changes or assignments shall be coordinated through your Chain of Command via Regional Admin Services Office.
3. Cancellation contingency. This notice will remain in effect until superseded by another notice of the same subject matter.

M. R. ALLEN  
Deputy and  
Chief of Staff

Distribution:  
[www.cnrsw.navy.mil/admin/menu.htm](http://www.cnrsw.navy.mil/admin/menu.htm)

PRIMARY DUTY ASSIGNMENTS

<u>ASSIGNMENT</u>	<u>NAME</u>
Commander, Navy Region Southwest	RADM Jose Betancourt
Deputy and Chief of Staff	CAPT Michael Allen
Executive Director	Vacant
Flag Secretary/Executive Assistant	LTJG J. Copeland (Det Aug 04) LT S. Mann (Reporting Aug 04)
Flag Aide	LT C. Christensen
Flag Writer	YNC(SW/AW) A. Perez
CNO Command Master Chief	CNOCM(SS) B. Jacques
Equal Opportunity Officer/Staff Master Chief	EMCM(SW/AW) N. Amsler
Director Administrative Services	LCDR E. Duffy LT C. Campbell (Reporting Mar 05)
Command Career Counselor	NCCS(SW/AW) K. Nolan
Director Religious Services	CAPT J. Poole
Director Manpower	CDR C. Kimmel
Director Legal	CAPT R. Clove
Director Public Affairs	CAPT J. Yost
Program Director Air Operations	CAPT R. Rutherford
Comptroller	CAPT J. Sicari (Det Aug 04) CAPT W. Short (Reporting Aug 04)
Director Human Resources	Ms. N. Martinez

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Program Director Community Support Services	CAPT L. Turley
Business Manager	Vacant
Program Director Port Operations	CAPT D. Kemp
Program Director Ranges	CAPT S. Ryder
Program Director Logistics	CAPT H. Davis
Program Director Weapons	CAPT B. Fowler
Program Director Environmental	CAPT A. Gonzales
Program Director Facility Support/ Regional Engineer	CAPT J. Barrett CAPT M. Giorgione (Reporting Aug 04)
Program Director Information Technology	CAPT N. Young-Aranita
Program Director Infrastructure Analysis	CAPT D. King (Reporting Jul 04) CAPT C. Schanze (Det 22 Jul 04)
Program Director Public Safety Program	CAPT J. MacIntyre CDR J. Cunha (Reporting May 05)
Program Director Dental Services	CAPT R. Hutto
Program Director Medical Services	LCDR D. Hammell
Program Director Training Support Center	CAPT M. Farren

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COLLATERAL DUTY ASSIGNMENTSCOLLATERAL DUTY

Anti-Terrorism and Force Protection Officer	MAC C. Webb
Auxiliary Security Force Officer	MAC B. Pinkley
Case Review Committee Line Officer	LCDR E. Duffy CDR(SEL) K. Bonaby
Casualty Assistance Calls Officer Coordinator	LN1 K. Miller
Combined Federal Campaign	Rotated by Program
Command Financial Specialist	MACS D. Carter (Security)
Command Fitness Coordinator	NCCS K. Nolan (CCD) PH1 T. McCaffrey (PAO)
Command Training Coordinator Coordinator	YN2 G. Montanez (Manpower)
Command Managed Equal Opportunity	EMCM(SW/AW) N. Amsler (Staff)
Disaster Preparedness Officer	Mr. K. McNamara (Emergency Management)
Dental Liaison	YN2 T. Pryor (Regional Admin)
Drug and Alcohol Program Advisor (DAPA)	CS1 A. Luna (Staff)
Drug and Alcohol Program Officer (ADCO)	DCC J. Atooli
Education Services Officer	NCCS (SW/AW) K. Nolan (CCC)
Enlisted Watch-bill Coordinator	PH1 T. McCaffery (PAO)

Enclosure (2)

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Exceptional Family Member Coordinator	MSC A. Reyes (North Island)
Explosives Safety Officer	MACS K. Reiken (Security Detective)
Family Advocacy Representative	CNOCM(SS) B. Jacques
Freedom of Information Act (FOIA) Manager	Ms. P. Simanowitz (Legal)
Hazardous Material/Waste Coordinator	ABF3 V. Wright (1 <sup>ST</sup> LT)
Individual Force Protection Plan (IFPP) Officer	FC2 A. Stingly (Security)
Individual Force Protection Plan (IFPP) Administrative Coordinator	FC2 A. Stingly (Security)
Information Assurance (ISSM)	Ms. B. Justice (ITT)
Limited Duty and Pregnant Personnel Coordinator	YNCS(AW) S. Hanna YNCS D. Burke (Reporting Dec 04) (Regional Admin)
Navy Family Care Program Coordinator	YNCS(AW) S. Hanna/ YNCS Burke (R)
Navy and Marine Corps Relief Society Fund Drive Coordinator	Rotated by Program
Notary Public	Ms. P. Simanowitz (Legal)
Ombudsman	Mrs. C. Beveridge
Partnership in Education Program Coordinator	PAO
Personnel Security Manager	Ms. C. Caswell
Privacy Act Coordinator	Mr. J. Masingill (Legal)

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Regional Historian	PAO
Savings Bond Program Coordinator	YN1 M. Becerra (Flag Admin)
Senior Watch Officer	LCDR R. Johnson (Legal)
Sexual Assault Victim Intervention Coordinator (SAVI)	MUCS W. Harris (Band)
Vulnerability Assessment Management Program Coordinator (VAMP)	MAC D. Brinson (Security)
Victim Witness Assistance Program Coordinator (VWAP)	LCDR R. Johnson (Legal)
Voluntary Income Tax Assistant (VITA)	Legal
Voting Assistance Officer (VAO)	LT K. Setaro (Business Office)
Wardroom Fund Officer	LT J. Robertson (ABC)
Sponsor Program Administrator	RPCS K. Mendiola (Det Aug 04) (Chaplain) RPCM C. Blankenship (Reporting Nov 04) YNCS(AW) S. Hanna (Regional Admin) RPCM C. Blankenship (Reporting Nov 04) YNCS Burke (Reporting Dec 04)
Urinalysis Coordinator	QM1 J. Rider (NAVSTA SD)
Waste, Fraud, and Mismanagement Coordinator	CAPT D. Kemp (NAVSTA SD)
ABC/DCT Non-Labor Representative	LT J. Robertson (ABC)

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ASSIGNMENTS TO BOARDS AND COMMITTEES

SENIOR AWARDS BOARD

Members

CAPT D. Kemp  
(Senior Member)  
CAPT P. Grossgold  
CAPT R. Rutherford  
CAPT C. King  
(COC 22 Jul)  
CAPT N. Young-Aranita

AWARDS BOARD

Members

CAPT P. Ziegler  
(Senior Member)  
CAPT G. Walton  
CDR Oronati  
CDR C. Kimmel  
LT T. Hill  
CNOCM(SS) B. Jacques

COMMAND MANAGED EQUAL OPPORTUNITY/

COMMAND ASSESSMENT TEAM

Chairman - Chief of Staff

CMC

CCC

Admin/Personnel Officer

Staff Judge Advocate

CME0

CTT Leader

Members according to Command demographics (race, gender, rank)

COMMAND RETENTION TEAM

Chairman - Chief of Staff

Chief of Staff

CMC

CCC/ESO

Admin/Personnel Officer

Department Career Counselors

COMMAND TRAINING TEAM

Leader - Staff CMC

Members

YN2 Montanez  
TBD (other members)

PHYSICAL SECURITY REVIEW COMMITTEE

Chairman - Security Officer

Assistant Security Officer

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AIS Security Officer  
Supply Officer  
Facilities  
Staff JAG  
NCIS Representative

As Assigned  
As Assigned

As Assigned

PROFESSIONAL DEVELOPMENT BOARD

Chairman - CMC  
CCC/ESO  
Admin/Personnel Officer

CMDCM(SS) B. Jacques  
NCCS(SW/AW) K. Nolan  
YNCS(AW) S. Hanna/  
YNCS D. Burke  
(Reporting Dec 04)

Department Division Officer/CPOs/LPOs  
Department Career Counselors

RECREATION COMMITTEE

Chairman  
Department Representatives

YNC A. Perez  
All Departments  
YN1 M. Deleon  
IT2 Powderly  
YN2 T. Pryor  
JO2 A. Melendez  
ABE2 Anonas  
ABF3 Wright  
Mrs. A. Frye

WARDROOM ADVISORY BOARD

President - Chief of Staff  
Treasurer  
Board Members

CAPT M. Allen  
LT J. Robertson  
As assigned